



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES
PURCHASING DIVISION

Third Floor, William R. Snodgrass TN Tower, 312 Eighth Avenue North, Nashville, Tennessee 37243-0557
(615) 741-3746—FAX (615) 741-0684
<http://www.state.tn.us/generalserv/purchasing>

The application form is designed to secure important information necessary to establish and maintain a permanent register of bidders as required by T.C.A. 12-3-103.

In order to produce separate mailing lists of names and addresses of all qualified bidders for specific products or services, we have included the following:

1. A Substitute W-9 Form (completed and returned)
2. A Vendor Registration form (completed and returned)
3. A Tennessee Commodity Code(TCC) Bid List Registration form (complete and return) for all commodities and regions for which you wish to submit bids;
4. An alphabetic listing of the three-digit TCC class code;
5. A complete listing of the numeric TCC Classes and Subclasses (Bid Lists) ;
6. A regional map of the State of Tennessee
7. An Automated clearinghouse credits form.

In order to be placed on the correct vendor list, you must download and complete the Vendor Registration form and the TCC Bid List Registration form, noting the appropriate bid regions for the commodities as shown on the regional map. After completing the revised registration form, **MANUALLY SIGN** as indicated and return to the above address.

All future changes to your application must be made in writing and must bear the signature of the least one of the authorized persons indicated on the application. Please keep the authorized signature list up-to-date, as bids received bearing a signature other than those shown on the application may be rejected.

The filing of an application does not automatically guarantee that an applicant will be placed on the bid list or receive an award. All applications are subject to review and acceptance by the Purchasing Division. Should you have any questions, please contact the Bid Officer, at (615) 741-6875. Questions regarding small and minority owned business registration should be directed to the Small and Minority Coordinator at (615) 741-4294.

Present and former employees or officials of the State are referred to T.C.A. 12-4-103.